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[Redacted]

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Chief, Management Staff

12 December 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 12 December 1956

I. WORK ACCOMPLISHED

- a. Special Panel Meeting, 12 December
Recommended 4 awards (1 letter of appreciation, re-considered 3 and increased amounts from \$10 each to \$25 each); disapproved 3; reported status of 7 suggestions.
- b. Processing
Round Robin packets 58 (10) and 59 (8) sent Committee members for review. Packet 56, containing 10 suggestions, disapproved by the Committee.

II. NEWS

- a. Training
[Redacted] obtained approval of extension of his Intelligence Orientation Course to permit him to take full 4 weeks instead of 2 weeks for which originally scheduled.
- b. Preliminary reports by RRD based on 6 months experience show minimum estimated savings of over \$150,000 for 3 adopted employee suggestions concerning CIA Preliminary Disseminations. If confirmed and approved by SA Committee, this will be the highest suggestion award yet approved by CIA for tangible savings.

III. ASSIGNMENTS ACTIVE

- a. Promotion and Publicity
 - (1) SA Exhibit for COM Intelligence Products Exhibit
 - (a) Backboard-OL Graphics - 90% completed
 - (b) Color 35 m.m. slides-PRS Printing Plant-15% completed
 - (c) Color charts for briefing kit and as slides-DD/S Visual Aids - 20% completed.
 - (2) Posters
Assembled material for 1 of 5 suggestions for review by Mrs. [Redacted] and others for use in improved poster campaign.

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